





### **Ensuring elnvoice DTS Travel Match**

## RESOURCE ADVISOR SAUSHEC-GME





### **STEPS**

- Ensure \$\$\$ dollar amount in Travel,
   "commercial airlines" equal elnvoice
- If not, need to do a "change ticket" under Travel, the following steps are highlighted







### ON TO DTS





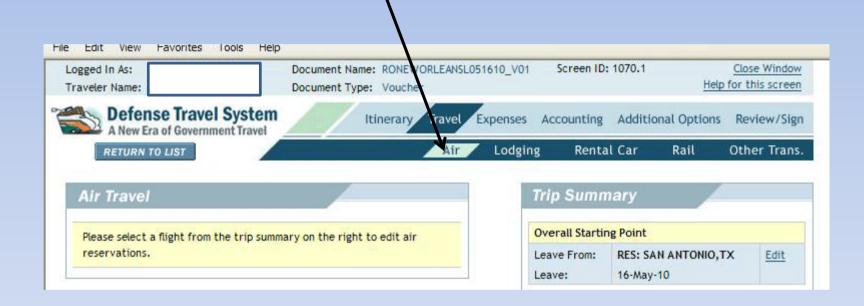
### **Under Travel**







### Select Air







### Select Edit Option on Airlines

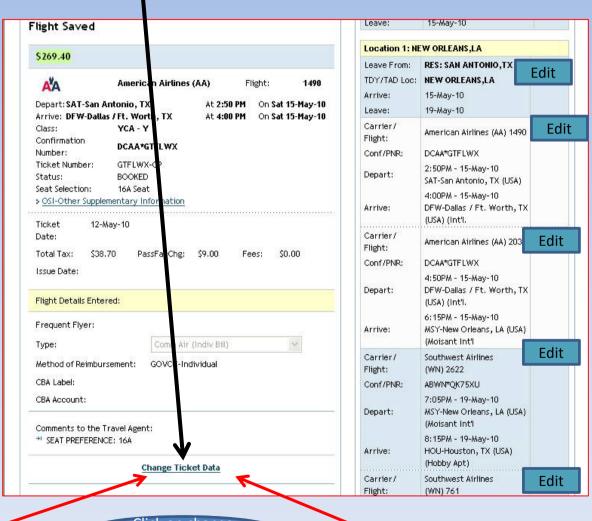


Double click





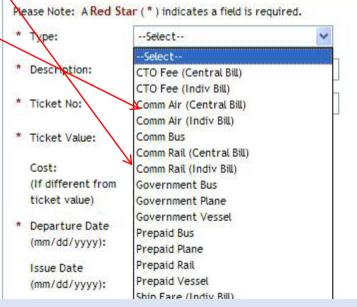
### Next, click on change ticket data





Screen ID: 1094.1 Logged In As: DAVID H STAMPER Document Name: RONEWORLEANSL051610 V01 Traveler Name: RYAN T OLESZEWSKI Document Type: Voucher Defense Travel System Travel Accounting Additional Op Expenses Itinerary a A New Era of Government Travel Lodging RETURN TO LIST Air Rail Rental Car Other Trans. Trip Summary Overall Starting Point Use this screen to enter Other Ticketed Transportation information. Leave From: SAN ANTONIC Leave: 16-May-10 DoD mandates split disbursement for transportation, lodging and rental car. expenses. Click here for memorandum Location 1: NEW ORLEANS, L Leave From: **NEW ORLEA** TDY/TAD Loc: **NEW ORLEA** ADD Ticket Information Arrive: 16-May-10 20-May-10 Leave: Enter or select the required data.

Type: Under DROP
DOWN BOX, Select
'Comm Air (Indiv Bill)
for those with travel
card, Comm Air
(Central Bill) for those
few who DON'T!





(USA) (Moisa





### Ready to change "Ticket No."

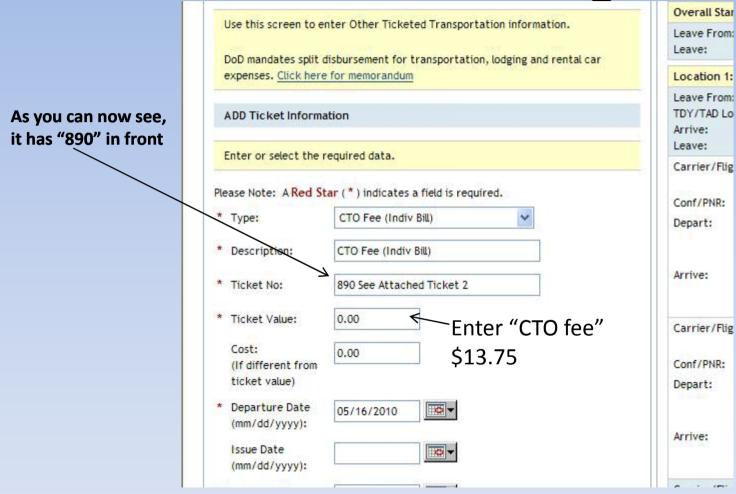
Overal Use this screen to enter Other Ticketed Transportation information. Leave I Leave: DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum Location Leave I TDY/T/ ADD Ticket Information **Insert correct** Arrive: Leave: \$\$\$ amount Enter or select the required data. Carrier Please Note: A Red Star (\*) indicates a field is required. Conf/P \* Type: COMMAIR (Indiv Bill) Depart Note: This may be Description: COMMAIR (Indiv Bill) \$0.00 here and you Arrive: \* Ticket No: See Attached Ticket 2 Have to change 0.00 another air leg to \* Ticket Value: Carrier match Cost: 0.00 Conf/P (If different from ticket value) Depart \* Departure Date Φ. 05/16/2010 (mm/dd/yyyy): Arrive: Φ. Issue Date /mm/dd/mnnd

ENSURE MATCH elnvoice + Commercial Airline





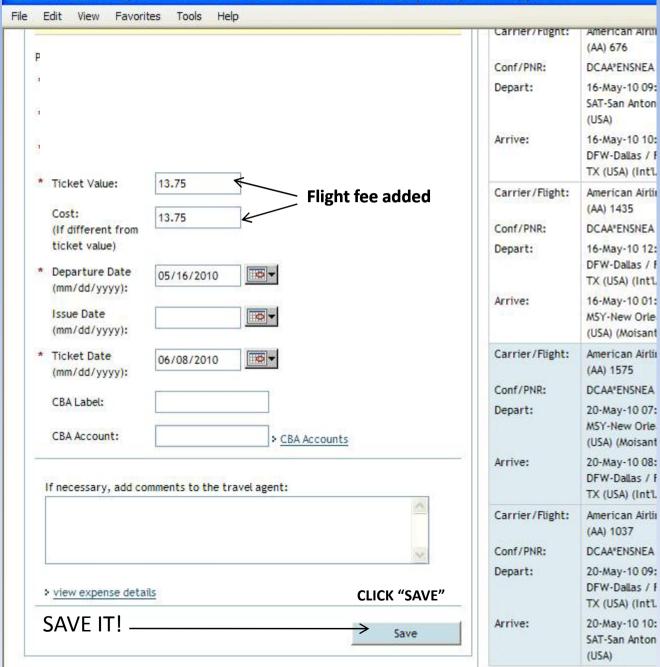
Ticket No changed





# SAVE IT

#### Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by BAMC





# SAVE IT



## How do you know if it added has been changed and it matches?







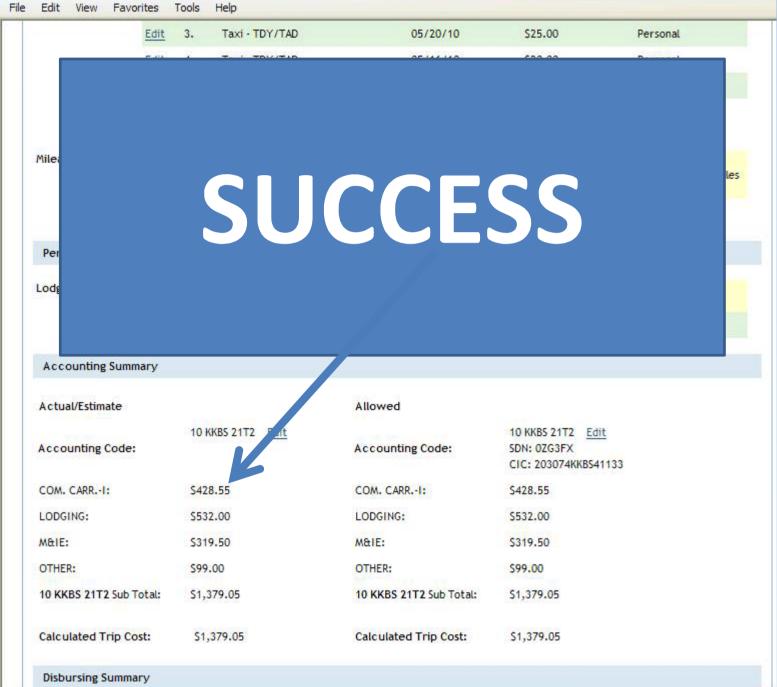
## What did the elnvoice say was ticket fee?

\$ 414.80



#### Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by BAMC



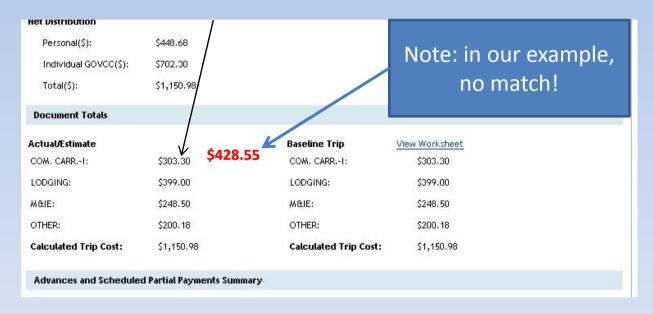






### Summary

 Check to see if elnvoice \$\$\$ matches what is on commercial air







### Summary continued

- If the elnvoice and Commercial airline don't match then
  - 1. Go to Travel, then Air
  - 2 Next, click on the first airline ticket
  - 3 Then go to change ticket data
  - 4 Enter a correct amount to ensure \$\$\$ match the \$\$\$ amount on elnvoice, then save
  - 5 Check the Commercial Air, if they now match, you are done, if not go to another air leg, edit and repeat until they match, then exit DTS
  - 6 Have your traveler sign it





## Any additional questions, contact us via email